

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
Older Adult System of Care Bureau**

SECRETARY III

The Older Adult System of Care (OASOC) Bureau, Older Adult Specialty Programs Unit, is seeking an enthusiastic, motivated, experienced individual to fill the position of Secretary III. Employees currently holding the payroll title of Secretary III with excellent administrative, organizational, verbal and written communication skills are encouraged to apply. This individual will provide secretarial support directly to the Mental Health Clinical Program Head.

DUTIES

- Answer and screen phone calls for the Program Head.
- Furnish requested information and refer calls to staff and managers, as needed.
- Act as intermediary between supervisor, staff, and providers as necessary, transmitting messages, orders and requests.
- Schedule and make arrangements for multiple meetings with internal staff, directly-operated and contract providers.
- Take minutes at countywide provider meetings; distribute agenda and follow-up materials.
- Prepare inter-office memoranda, letters with or without dictation, and replies to email.
- PDF, photocopy, fax, mailing, and distribution of documents.
- Maintain and track monthly, quarterly, and annual reports.
- Review documents submitted for the Program Head's signature, e.g. check for completeness, accuracy and compliance with the Department guidelines.
- Create, organize, and maintain office files.
- Update staff and provider rosters.
- Prepare annual equipment inventory control for the unit.
- Act as Unit county vehicle liaison.
- Track work schedule of internal staff, maintain "arrival/departure" board.
- Process all request forms: mileage claims, travel requests, ROTO, internal and outside trainings, and other requests for supervisor and unit staff.
- Prepare and ensure completeness of new hire packet for Human Resources Bureau, including mandatory training requirements.
- May be called upon to provide telephone back-up coverage for the secretary of the OA District Chief or Deputy Director.
- General office duties, as needed.

DESIRABLE QUALIFICATIONS:

- Strong administrative and organizational skills
- Proficiency in Microsoft Outlook, Word, Visio, PowerPoint, and Excel
- Effective communication skills
- Strong working knowledge of the Integrated System (IS)
- Strong verbal and writing skills
- Ability to multi-task, prioritize multiple assignments, and meet deadlines
- Excellent working relationship with other agencies, especially with directly-operated and contract providers
- Flexibility and the ability to prioritize, as needed

Individuals currently holding the payroll title of Secretary III should submit their résumé, last two performance evaluations, and copies of their last two master time records no later than Friday, February 7, 2014, to:

James Cunningham, Ph.D. - MH Clinical Program Head
Older Adult System of Care Bureau
550 S. Vermont Avenue, Suite 605; Los Angeles, CA 90020
Fax: 213.351.2493

AN EQUAL OPPORTUNITY EMPLOYER

Direct all inquiries to:
Joseph Geronimo
Phone: (213) 738-2310